

<b>AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT</b>				1. HCA Solicitation Number		Page of Pages	
				CFSA-10-H-0016		1 5	
2. Amendment/Modification Number		3. Effective Date		4. Requisition/Purchase Request No.		5. Solicitation Caption	
CFSA-10-H-0016-A004		See Block 16C				Case Management and Family Based Foster Care Services	
6. Issued by:			Code	7. Administered by (If other than line 6)			
Child and Family Services Agency Contracts and Procurement Administration 955 L'Enfant Plaza, S.W., Suite 5200 Washington, DC 20024				Child and Family Services Agency Contract Monitoring & Performance Improvement Admin. Child Placement Agency Monitoring Division 955 L'Enfant Plaza, SW, Room 1008 Washington, DC 20024			
8. Name and Address of Contractor (No. street, city, county, state and zip code)				9A. Amendment of HCA No. CFSA-10-H-0016			
				9B. Dated (See Item 11) April 21, 2010			
				10A. Modification of Contract/Order No.			
Code	DUNS:	TIN	FEIN:	10B. Dated (See Item 13)			
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS							
<input checked="" type="checkbox"/> The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended <input checked="" type="checkbox"/> is not extended. Offeror's/Bidder's /Provider's must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning <u>2</u> copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) BY separate letter or fax which includes a reference to the solicitation and amendment number. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such may be made by letter or fax, provided each letter or telegram makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. Accounting and Appropriation Data (If Required) <i>To be cited on individual orders issued on behalf of participating agencies</i>							
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14							
A. This change order is issued pursuant to (Specify Authority): The changes set forth in Item 14 are made in the contract/order no. in item 10A.							
B. The above numbered contract/order is modified to reflect the administrative changes (such as changes in paying office, appropriation data etc.) set forth in item 14, pursuant to the authority of							
C. This supplemental agreement is entered into pursuant to authority of:							
D. Other (Specify type of modification and authority)							
<b>E. IMPORTANT:</b> Contractor <input type="checkbox"/> is not <input checked="" type="checkbox"/> is required to sign this document and return 2 copies to the issuing office.							
14. Description of Amendment/Modification (Organized by UCF Section headings, including solicitation/contract subject matter where feasible)							
1. Listed below are the responses to questions that were submitted to the Contracts and Procurement Administration in writing as Request for Information, RFI Q18 through Q23.  Q018 Question: Does each CLIN need its own business plan?  Response: Yes, each CLIN requires its own business plan. A Provider of Traditional and Therapeutic Care is expected to offer both types of services, the business plan should describe how the Providers plan to satisfy CFSAs expectation that the children do not need a change in foster home placement because of a change in their behavioral and cognitive functioning. The Provider's foster parents should be supportive and capable of meeting the child's needs from an emotional and behavioral perspective. Provision of Specialized Care may be offered as a "stand-alone" type of care. Provision of Teen Parent Care may also be offered individually;							
Except as provided herein, all terms and conditions of the document is referenced in Item 9A or 10A remain unchanged and in full force and effect.							
15A. Name and Title of Signer (Type or print)				16A. Name of Contracting Officer			
				Tara Sigamoni			
15B. Name of Contractor		15C. Date Signed		16B. District of Columbia		16C. Date Signed	
				Tara Sigamoni		5/26/10.	
(Signature of person authorized to sign)				(Signature of Contracting Officer)			



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14. Description of Amendment/Modification (Organized by UCF Section headings, including solicitation/contract subject matter where feasible).

CFSA prefers that if a teen becomes pregnant during care, that this condition does not necessitate a placement move.

Q019

Question: Section C.7.1.3.4 – Are we to purchase these services through our combined service line item? Core Service Agencies will not guarantee the topics, nor the ratios.

Response: No, the cost of these services should be included in the per diem rate

Q020

Question: Section C.7.1.5.7 – What monthly educational documents will CFSA require?

Response: Delete Section C.7.1.5.7 it its entirety substitute the following:

C.7.1.5.7 The Provider shall maintain the children or youth's educational records; including, but not limited to, report cards, educational and standardized testing and Individualized Family Service Plans (IFSP) or Individualized Education Plans (IEP's). The Provider shall prepare an education plan that outlines services to be employed to address areas identified in the assessment that warrant support services. The child's education plan, as part of the Individualized Service Plan, must be updated routinely to reflect services provided, progress or lack thereof. The Provider shall maintain the plan, its updates and corresponding progress notes in the case record and these should be available to CFSA's Monitoring Division and Business Services Administration for review.

Q021

Question: Section C.9.1.7

- i. Formal conference with CFSA placement for all discharges?
- ii. How does this work when the court returns a child under protective supervision?  
Must the conference be held before the youth can be returned home?
- iii. Does this meeting replace SOC meeting?
- iv. Adoption, at what point are we having this meeting?

Response: i. Add the following language to Section C.9.1.7. Sections C.9.1.7.1 through C.9.1.7.5 remains unchanged.

Changes in placement to include all discharges are only permissible under the circumstances outlined in the Placement Stability of the revised Section C.6.1.10. A formal conference must take place in coordination with the CMSW and the CFSA's Placement Services Administration:



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- ii. This conference shall take place before a child would be returned home, or any other shift in placement or living arrangement.
- iii. The systems of care meetings will not be replaced, but their need may be ameliorated by more efficient utilization of routine service planning, meetings and enhanced programming.
- iv. CFSA has implemented staffings that focuses specifically on the permanency goals of the child. Adoption is a goal that should be worked on over time, and should be planned for discussion and realized via formal conferences.

Q022

Question: Section H.9.4.3.1.C: New hires that have completed CFSA trainings (at any point), only need to complete a minimum of five training days of 30 hours of structured in – service training. Will each agency provide their 30 hours, or will CFSA develop this training?

Response: Providers may take advantage of CFSA's provision of this training, or may elect to obtain the training elsewhere. Documentation must be provided to CFSA with details of any training obtained by institutions/organizations other than CFSA. Any costs borne by the Provider associated with the training should be paid for via the Combined Services Item.

Q023

Question: Will CFSA continue paying for mentors and tutors for traditional youth?

Response: Tutoring services must be obtained by the Providers for all types of care at their own cost. Providers may seek mentoring services through CFSA's Office of Clinical Practice as first access point; but is need to provide on their own, this will be at cost to the Provider. These costs should be included in the per diem rate.

- 2. Attached to this Amendment is the **REVISED PRICE SCHEDULE**.
- 3. Attachment J.1.1 page 15, add the following language to Item No. 11 HCA Award.

11.1.1 Aggregate Award

Award, if made, will be to a single Provider in the aggregate for those groups or group of items indicated by "Aggregate Award Group" herein. Provider must quote per diem rate per client on each item within each group to receive consideration.

11.2 Individual Item

Award, if made, on all other items will be on an individual item basis.



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14. Description of Amendment/Modification (Organized by UCF Section headings, including solicitation/contract subject matter where feasible).

4. Human Care Agreement, page 58, delete Section **G.9 CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE (COTR)** in its entirety substitute the following:

**G.9 CONTRACT ADMINISTRATOR (CA)**

- G.9.1 The CA is responsible for general administration of the contract and advising the CO as to the Contractor's compliance or noncompliance with the contract. The CA has the responsibility of ensuring the work conforms to the requirements of the contract and such other responsibilities and authorities as may be specified in the contract. These include:
- G.9.1.1 Keeping the CO fully informed of any technical or contractual difficulties encountered during the performance period and advising the CO of any potential problem areas under the contract;
- G.9.1.2 Coordinating site entry for Contractor personnel, if applicable;
- G.9.1.3 Reviewing invoices for completed work and recommending approval by the CO if the Contractor's prices and costs are consistent with the contractual amounts and progress is satisfactory and commensurate with the rate of expenditure;
- G.9.1.4 Reviewing and approving invoices for deliverables to ensure receipt of goods and services. This includes the timely processing of invoices and vouchers in accordance with the District's payment provisions; and
- G.9.1.5 Maintaining a file that includes all contract correspondence, modifications, records of inspections (site, data, equipment) and invoice or vouchers.
- G.9.2 The address and telephone number of the CA is:

Laura Heaven, LICSW  
Performance Improvement Program Manager  
Child and Family Services Agency  
Contract Monitoring and Performance Improvement Administration  
Child Placement Agency Monitoring Division  
955 L'Enfant Plaza, SW, Room 1008  
Washington, DC 20024  
[Laura.Heaven@dc.gov](mailto:Laura.Heaven@dc.gov)  
Phone - (202) 724-7201  
Fax - (202) 727-5666



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14. Description of Amendment/Modification (Organized by UCF Section headings, including solicitation/contract subject matter where feasible).

G.9.3 The CA shall NOT have the authority to:

1. Award, agree to, or sign any contract, delivery order or task order. Only the CO shall make contractual agreements, commitments or modifications;
2. Grant deviations from or waive any of the terms and conditions of the contract;
3. Increase the dollar limit of the contract or authorize work beyond the dollar limit of the Contract;
4. Authorize the expenditure of funds by the Contractor;
5. Change the period of performance; or
6. Authorize the use of District property, except as specified under the contract.

G.9.4 The Contractor will be fully responsible for any changes not authorized in advance, in writing, by the CO; may be denied compensation or other relief for any additional work performed that is not so authorized; and may also be required, at no additional cost to the District, to take all corrective action necessitated by reason of the unauthorized changes.

5. Page 7R of the revised Section B, above B.7.1 Insert: B.7 **COST CEILING**



GOVERNMENT OF THE DISTRICT OF COLUMBIA  
Child and Family Services Agency

CASE MANAGEMENT AND FAMILY BASED FOSTER CARE SERVICES



**1. REVISED PRICE SCHEDULE:**

**BASE YEAR: AGGREGATE GROUP 1 – CLIN NOS. 0001 AND 0002**

CLIN NO.	Services	Per Diem Rate Per Client	Max. Days	Quantity Max	Up to Max Client Quantity
0001	Therapeutic Program cited in Section C.5.58  Combined Services Line Item cited in Section B.8	\$ _____	365	_____	\$ _____
0002	Traditional Program cited in Section C.5.59  Combined Services Line Item cited in Section B.8	\$ _____	365	_____	\$ _____
Total Aggregate Group 1: Clin Nos. 0001 and 0002      \$ _____					

**BASE YEAR: AGGREGATE GROUP 2 – CLIN NOS. 0003 AND 0004**

0003	Teen Parent with 1 child, cited in Section C.5.57  Combined Services Line Item cited in Section B.8	\$ _____	365	_____	\$ _____
0004	Teen Parent with 2 children, Section cited in Section C.5.57  Combined Services Line Item cited in Section B.8	\$ _____	365	_____	\$ _____
Total Aggregate Group 2: Clin Nos. 0003 and 0004      \$ _____					

**BASE YEAR: INDIVIDUAL**

0005	Specialized cited in Section C.5.54  Combined Services Line Item cited in Section B.8	\$ _____	365	_____	\$ _____
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**OPTION YEAR 1: AGGREGATE GROUP 1 – CLIN NOS. 1001 AND 1002**

CLIN NO.	Services	Per Diem Rate Per Client	Max. Days	Quantity Max	Up to Max Client Quantity
1001	Therapeutic Program cited in Section C.5.58  Combined Services Line Item cited in Section B.8	\$ _____	365	_____	\$ _____
1002	Traditional Program cited in Section C.5.59  Combined Services Line Item cited in Section B.8	\$ _____	365	_____	\$ _____

Total Aggregate Group 1: Clin Nos. 1001 and 1002      \$ \_\_\_\_\_

**OPTION YEAR 1: AGGREGATE GROUP 2 – CLIN NOS. 1003 AND 1004**

1003	Teen Parent with 1 child, cited in Section C.5.57  Combined Services Line Item cited in Section B.8	\$ _____	365	_____	\$ _____
1004	Teen Parent with 2 children, Section cited in Section C.5.57  Combined Services Line Item cited in Section B.8	\$ _____	365	_____	\$ _____

Total Aggregate Group 2: Clin Nos. 1003 and 1004      \$ \_\_\_\_\_

**OPTION YEAR 1: INDIVIDUAL**

1005	Specialized cited in Section C.5.54  Combined Services Line Item cited in Section B.8	\$ _____	365	_____	\$ _____
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**OPTION YEAR 2: AGGREGATE GROUP 1 – CLIN NOS. 2001 AND 2002**

CLIN NO.	Services	Per Diem Rate Per Client	Max. Days	Quantity Max	Up to Max Client Quantity
2001	Therapeutic Program cited in Section C.5.58  Combined Services Line Item cited in Section B.8	\$ _____	365	_____	\$ _____
2002	Traditional Program cited in Section C.5.59  Combined Services Line Item cited in Section B.8	\$ _____	365	_____	\$ _____

Total Aggregate Group 1: Clin Nos. 2001 and 2002      \$ \_\_\_\_\_

**OPTION YEAR 2: AGGREGATE GROUP 2 – CLIN NOS. 2003 AND 2004**

2003	Teen Parent with 1 child, cited in Section C.5.57  Combined Services Line Item cited in Section B.8	\$ _____	365	_____	\$ _____
2004	Teen Parent with 2 children, Section cited in Section C.5.57  Combined Services Line Item cited in Section B.8	\$ _____	365	_____	\$ _____

Total Aggregate Group 2: Clin Nos. 2003 and 2004      \$ \_\_\_\_\_

**OPTION YEAR 2: INDIVIDUAL**

2005	Specialized cited in Section C.5.54  Combined Services Line Item cited in Section B.8	\$ _____	365	_____	\$ _____
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The Provider shall enter the maximum quantity specified in Sections B.4 through B.4.3 for which the Provider is submitting a business plan.

Provider shall submit a separate cost and pricing data disclosure for each of the CLINs listed in Sections B.4 through B.4.3 for which the Provider is submitting a business plan.

Formula:

Qty max. x per diem rate x max days=max total amount

Teen parent with 1 child rate is 1.5 x the per diem

Teen parent with 2 children is 1.75 x the per diem

The Provider shall deduct the Combined Line Item (Section B.8) from the budget summary sheet so as not to be calculated as part of the daily or per diem rate.

The Provider shall submit a separate budget for each of the individual years on the HCA (i.e. on each for the base and each option year).